

□ Query 1: Communication Bottlenecks

Our team often waits on approvals from other departments. It's causing standstills, and we don't know who to escalate to.

Suggested Solution:

Create a **cross-functional ownership map** that lists stakeholders by responsibility. Use tools like RACI matrices or tagging in task management software (e.g., Jira, Trello) to make approval workflows visible and traceable. Set SLAs for response times to unblock communication.

□ Query 2: Measuring Productivity

I feel like our team is always busy, but it's unclear what we've actually accomplished week to week.

Suggested Solution:

Start tracking **weekly outputs vs. team OKRs** using visual dashboards. Use metrics like completed story points, resolved blockers, or goal progress bars. Set up a lightweight retrospective every Friday to review wins,

□ Query 3: Context Switching Fatigue

I'm juggling too many projects at once and constantly switching between tools, which hurts my concentration.

Suggested Solution:

Use **time-blocking** to assign deep work hours for each project. Minimize tool-switching by centralizing work into a unified platform (e.g., ClickUp, Notion). Set boundaries with your team for communication windows to reduce real-time distractions.

